

Boosting Your Productivity: Tips and Shortcuts for Microsoft Windows

Presenter:

Sid Cole

**Business Analyst for the Department of
Personnel Administration**

**Monday June 13, 2011
10am PST**

Today's Objective's

- Discover Some Common Keyboard Shortcuts
- How to Use the Windows 7 Problem Step Recorder
- Learn the Different Screen Views Available
- Tips for Navigating your network Drive

Goals

After completing this course you should be able to:

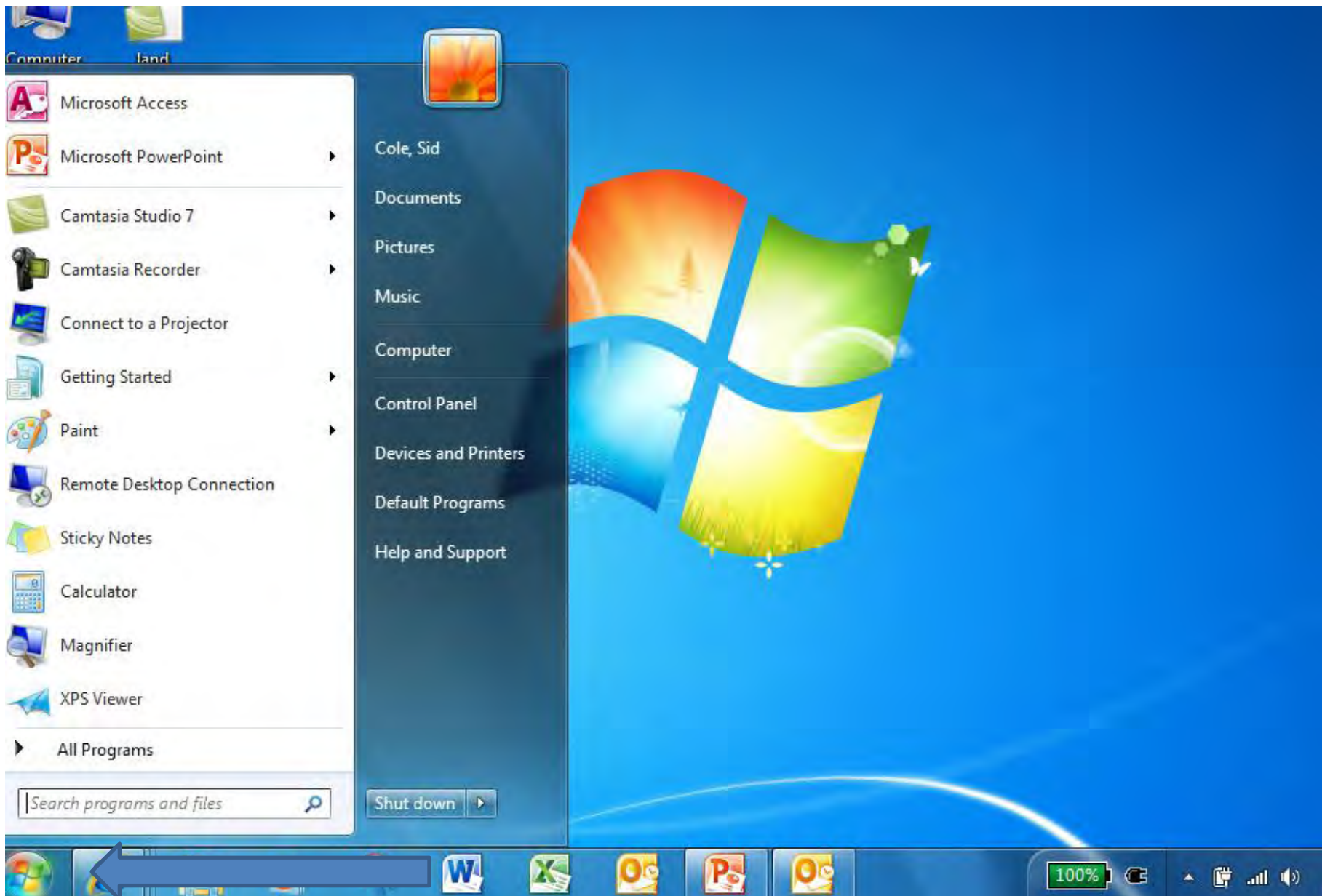
- Find, view, and print a list of keyboard shortcuts for each Office program.
- Accomplish tasks by using keystrokes to navigate the menu bar.
- Manipulate the toolbars using your keyboard.
- Use keyboard shortcuts that achieve specific actions.

What Version of Windows am I Running



Windows 7 / Office 2010 – What's the Difference?





Microsoft Access



Microsoft PowerPoint



Camtasia Studio 7



Camtasia Recorder



Connect to a Projector



Getting Started



Paint



Remote Desktop Connection



Sticky Notes



Calculator



Magnifier



XPS Viewer



All Programs

Search programs and files



Shut down

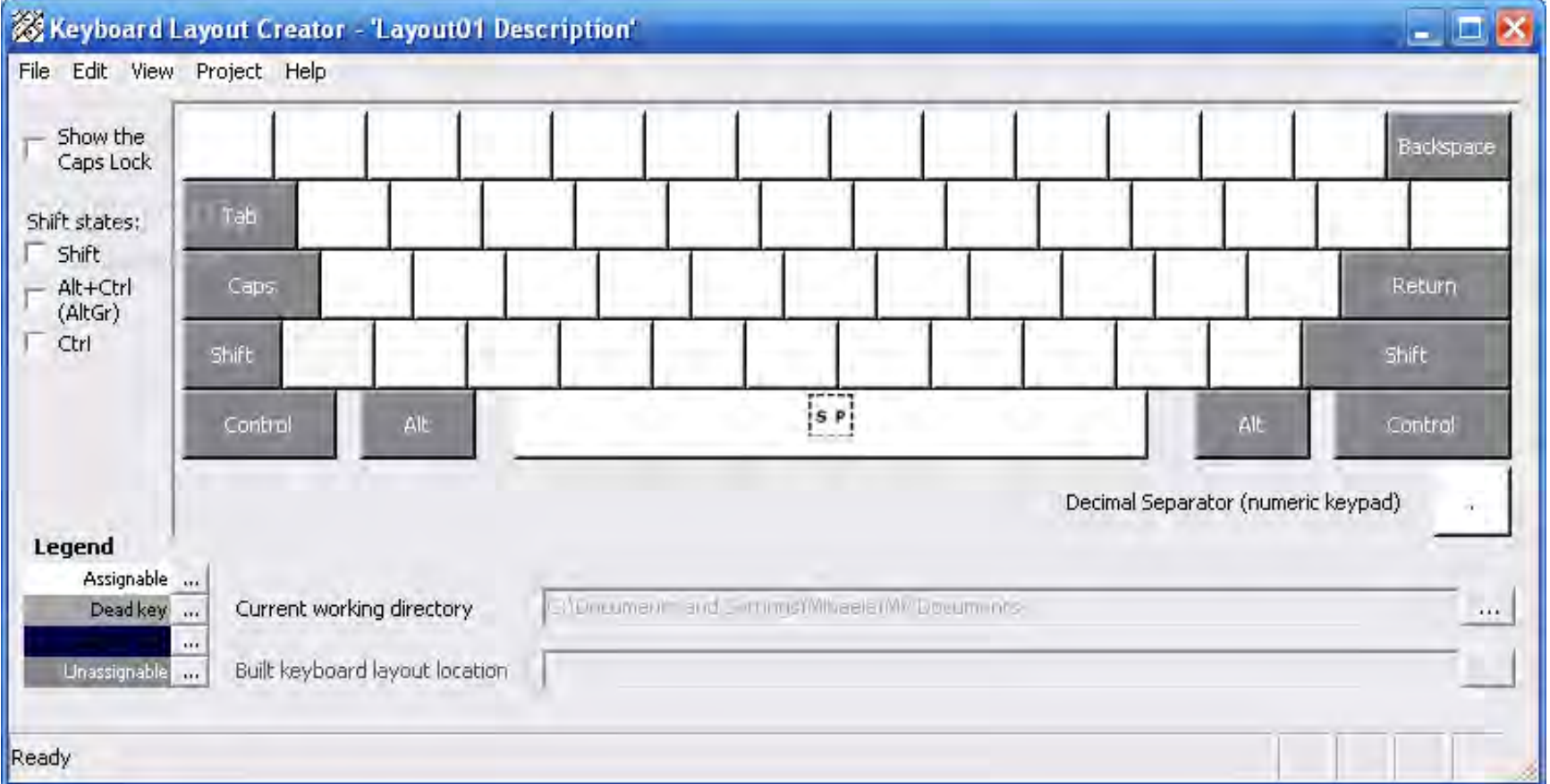


100%



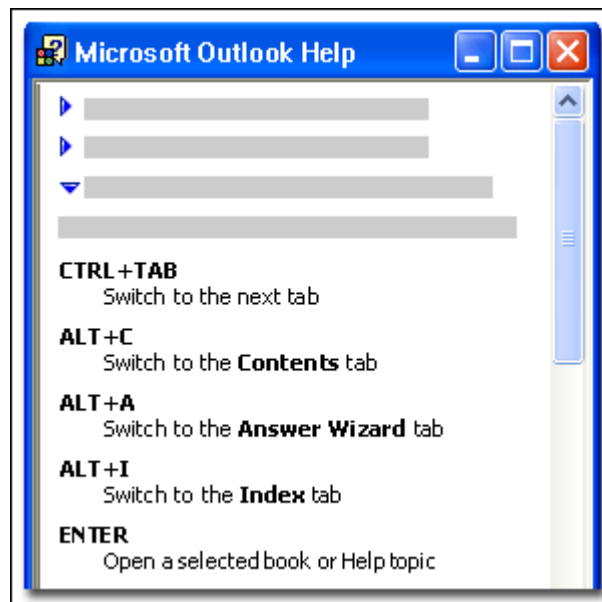
Get Familiar with the Keyboard



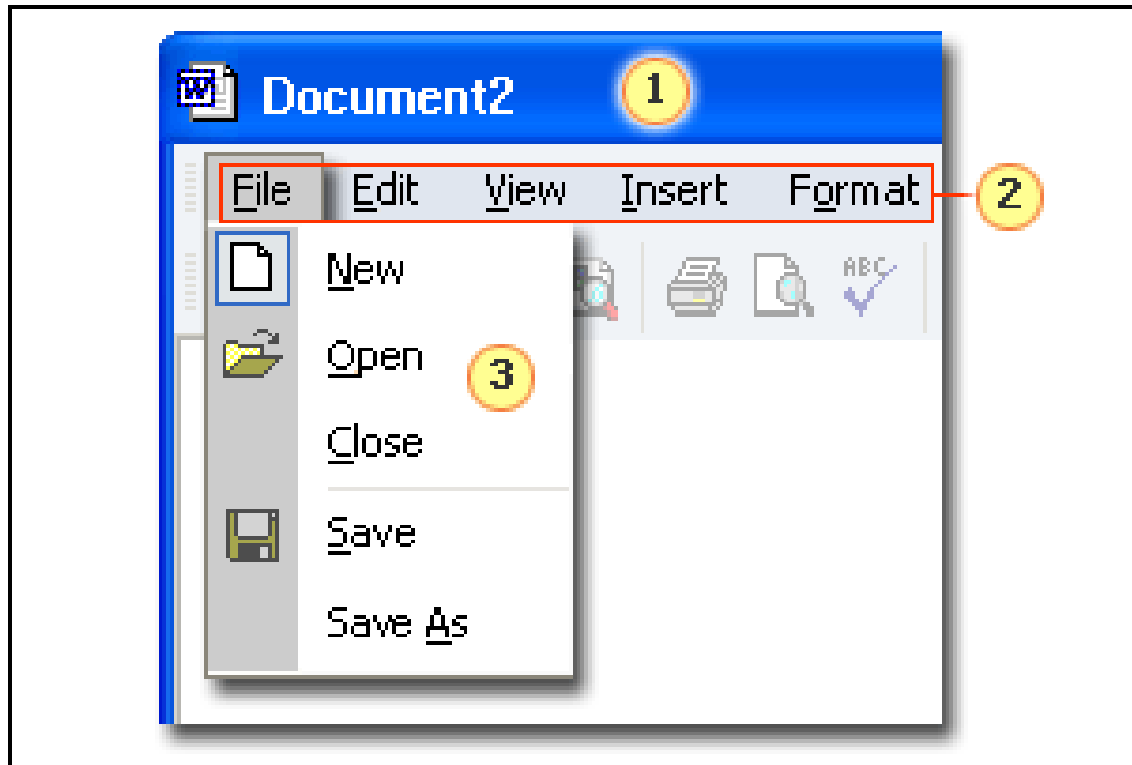


Control + Shortcuts

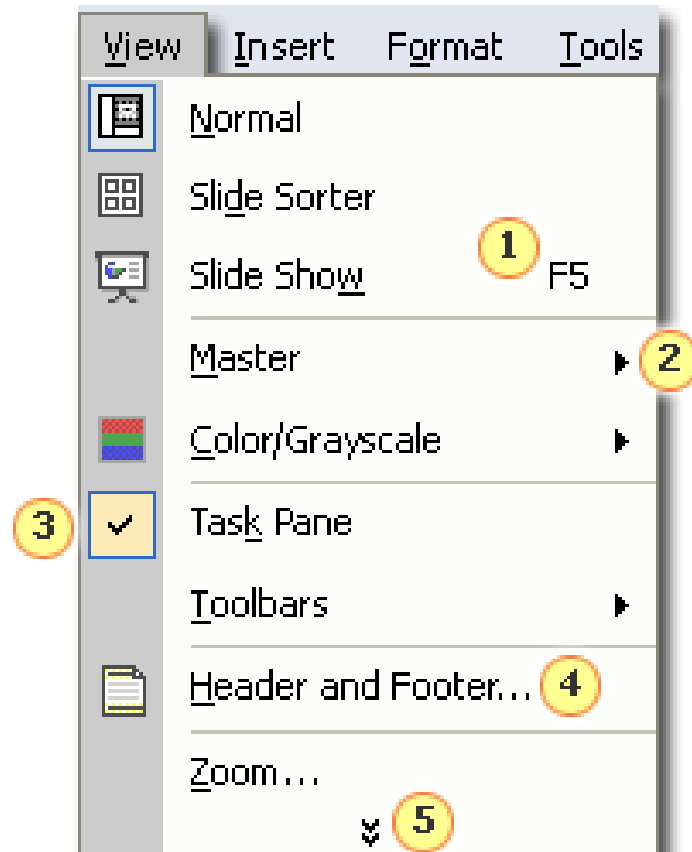




Navigating the Menu Bar Office 2003

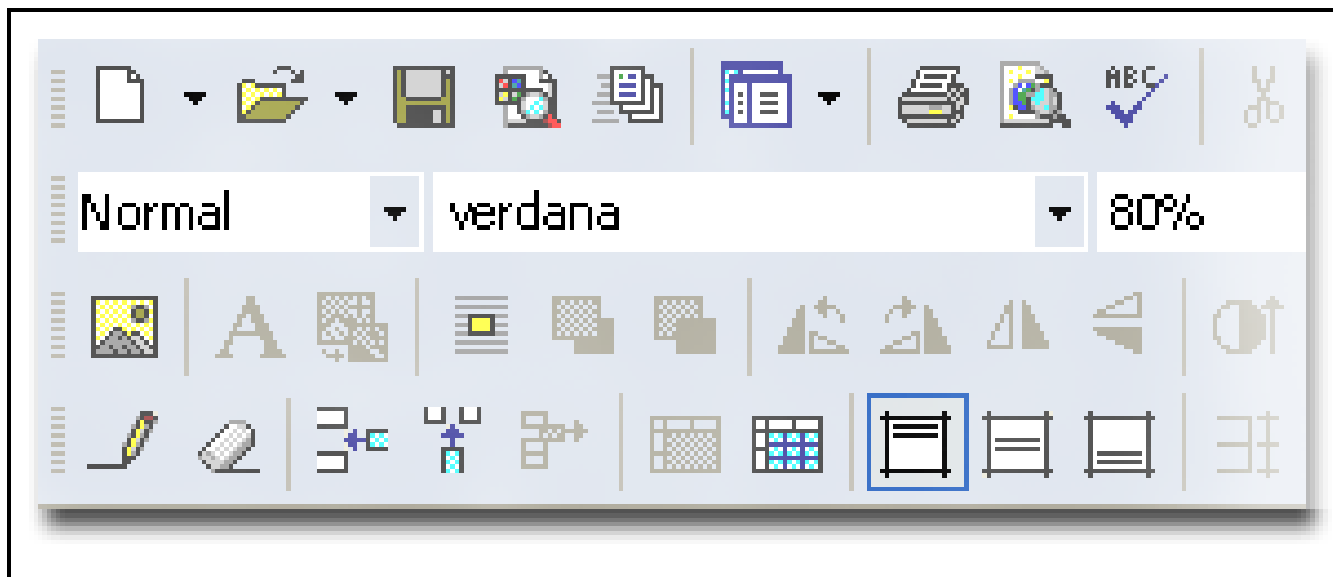


The View Menu in Microsoft PowerPoint 2003

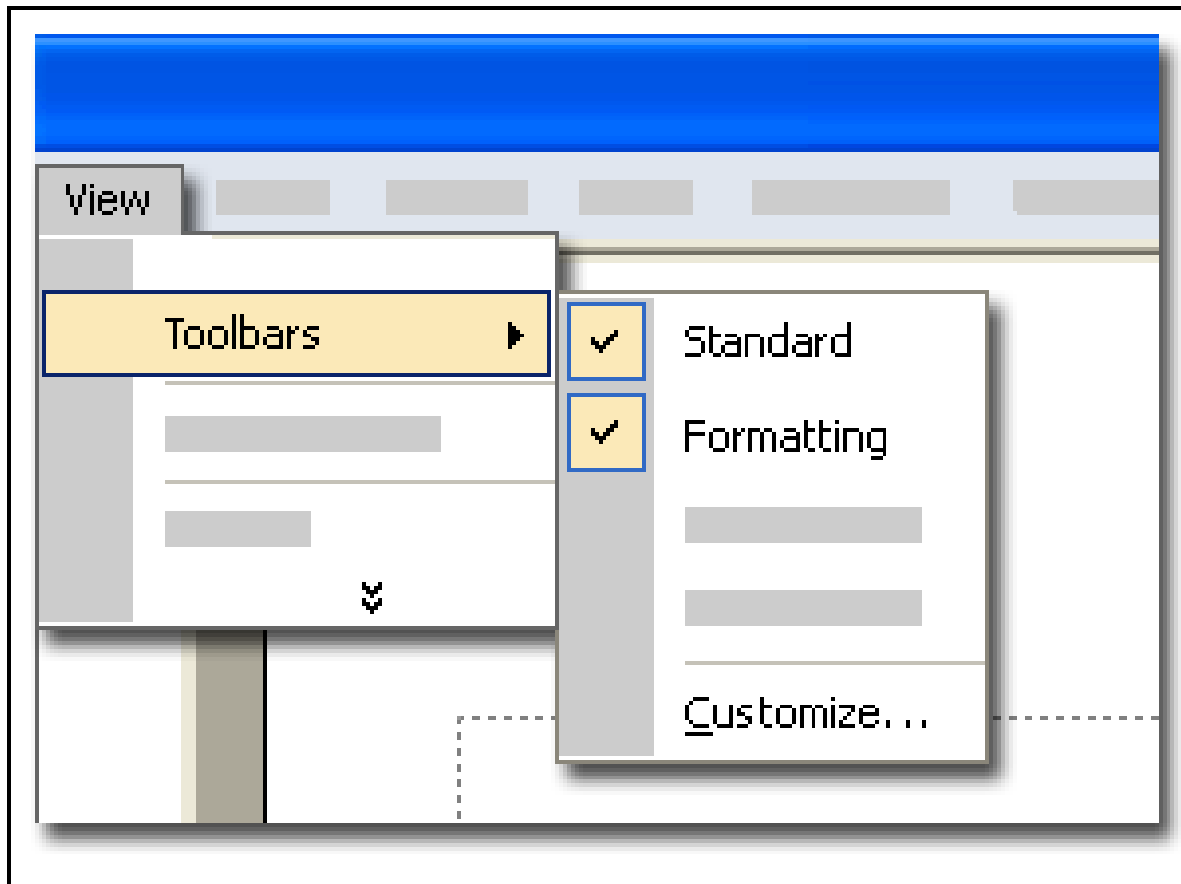


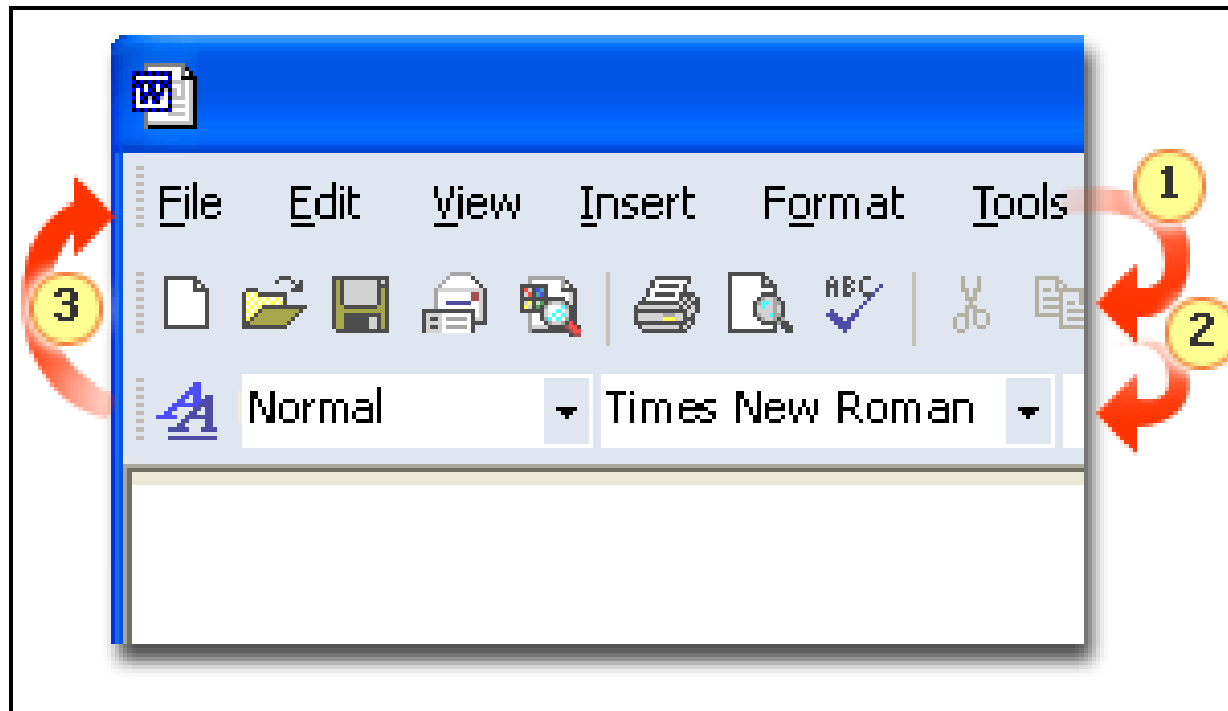
1. F5 indicates a shortcut.
2. Triangular arrow indicates a submenu.
3. Check mark indicates an active feature.
4. Three dots indicate a dialog box.
5. Chevrons indicate there are more menu items.

A selection of FrontPage toolbars.



The Toolbar submenu in an Office program. The checkmarks indicate which toolbars are open



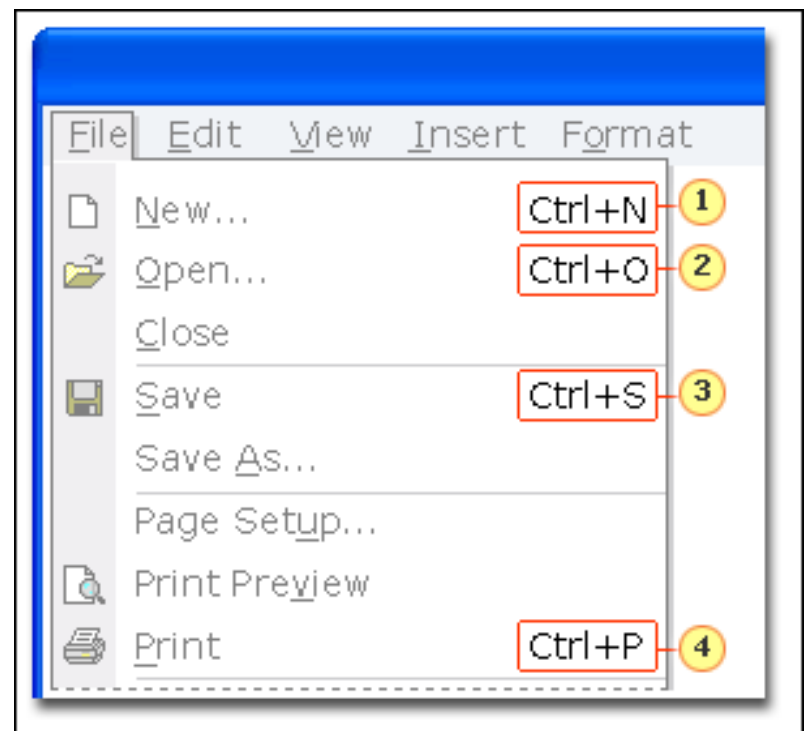


The Standard and Formatting toolbars in Word.

- 1 Pressing CTRL+TAB moves focus from the menu bar to the Standard toolbar.
- 2 Pressing CTRL+TAB again moves focus from the Standard toolbar to the Formatting toolbar.
- 3 CTRL+TAB again moves focus from the Formatting toolbar back to the menu bar.

File menu in Word with the keyboard shortcuts indicated.

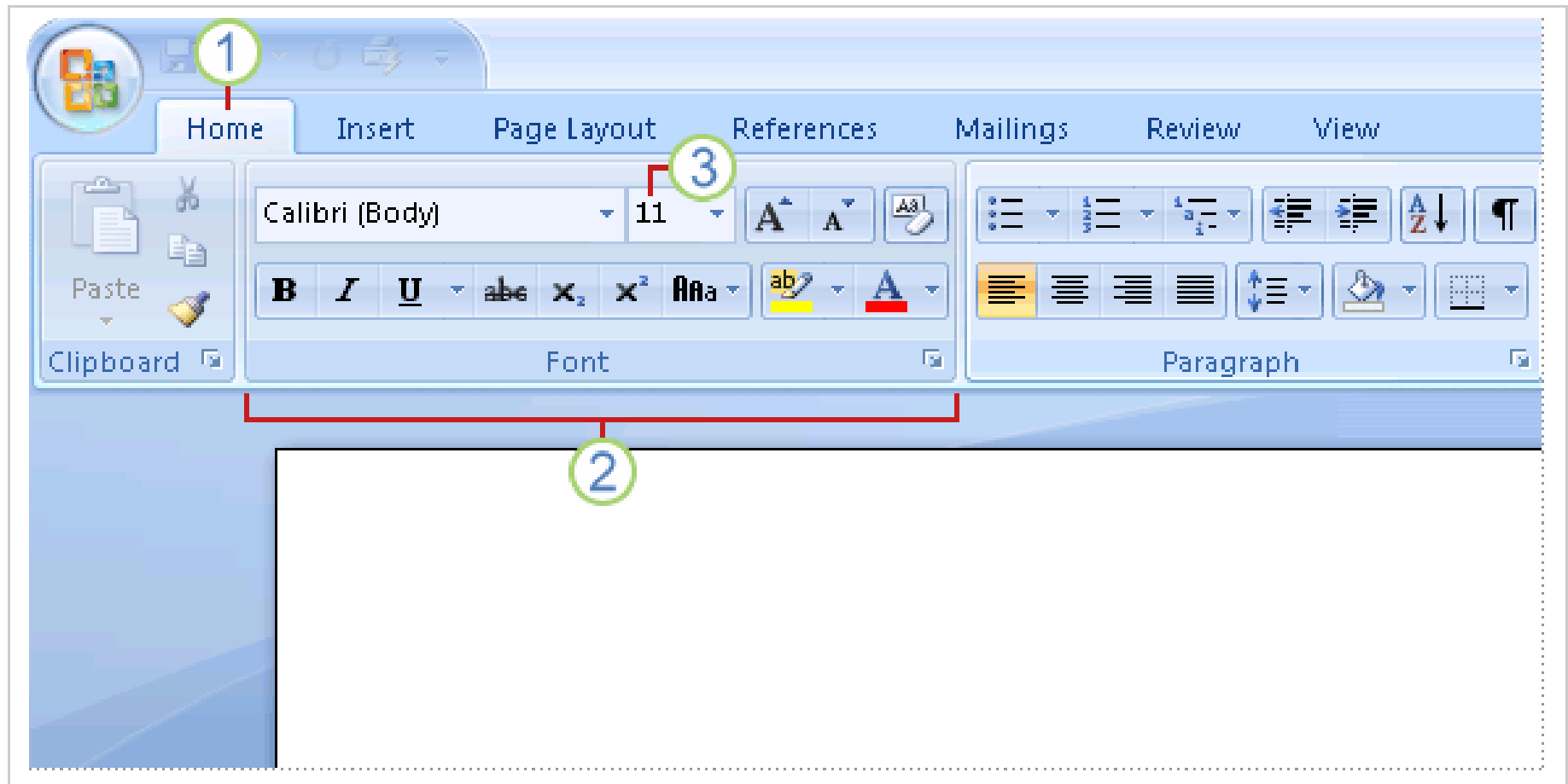
- 1 CTRL+N opens a new document.
- 2 CTRL+O opens the **Open** dialog box.
- 3 CTRL+S saves the document.
- 4 CTRL+P prints the document.



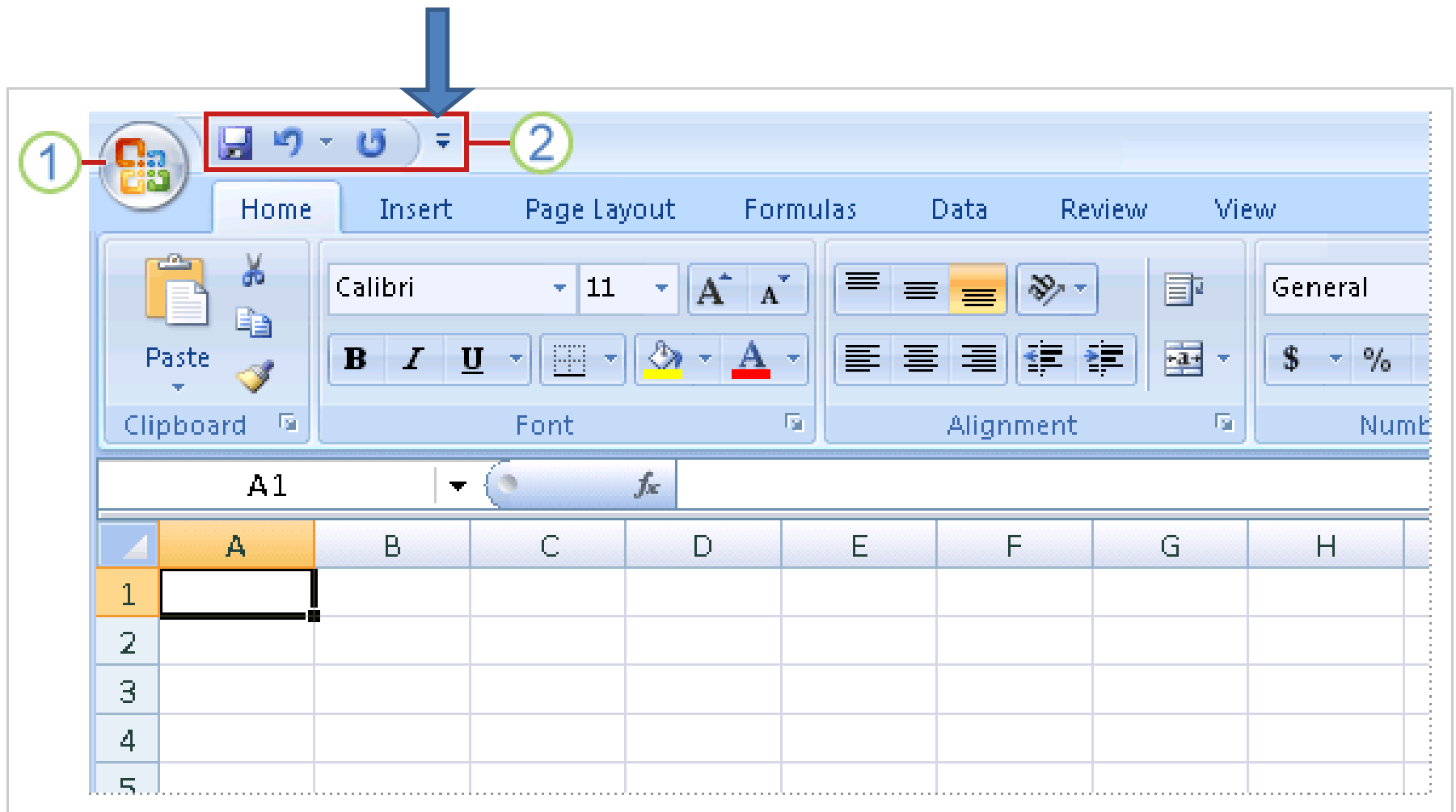
Keyboard shortcuts in the 2007 Office system



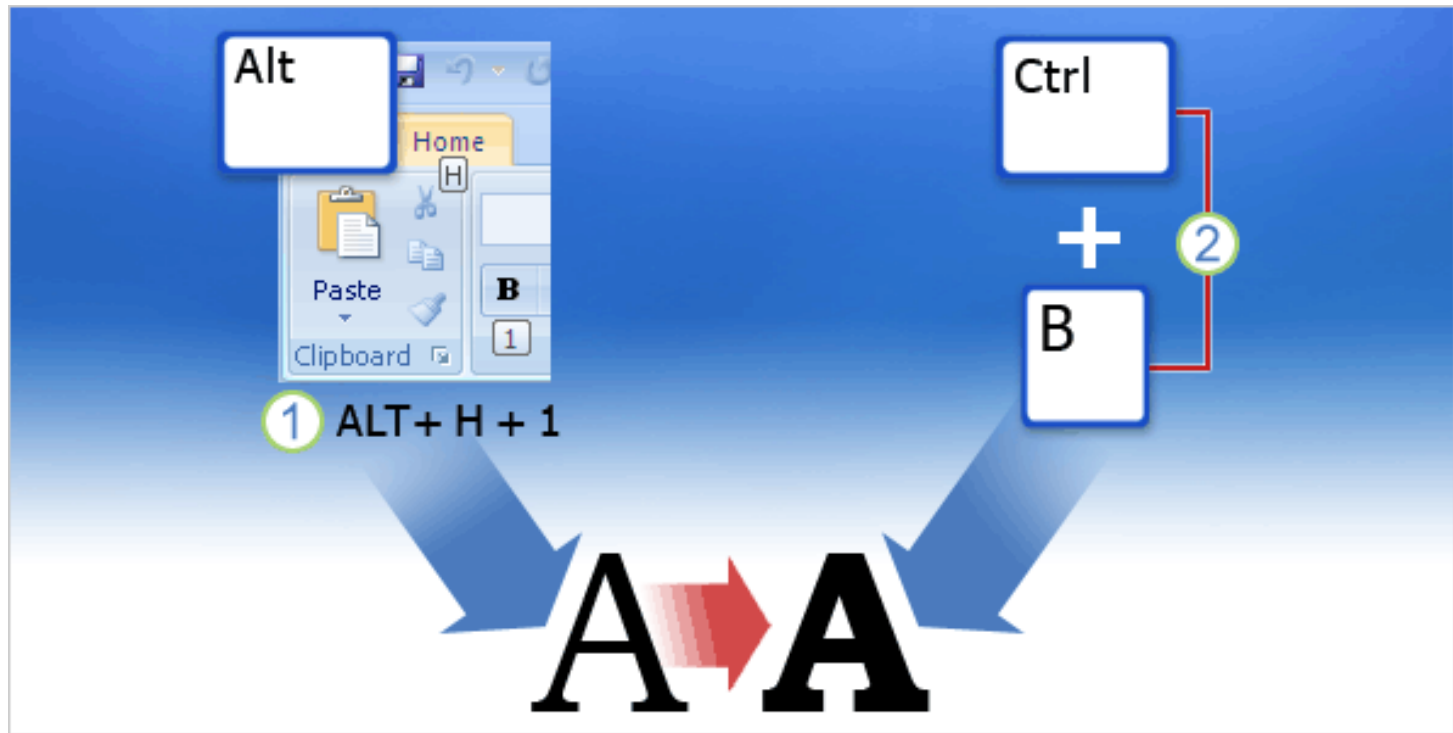
Keyboard shortcuts in the 2007 Office system



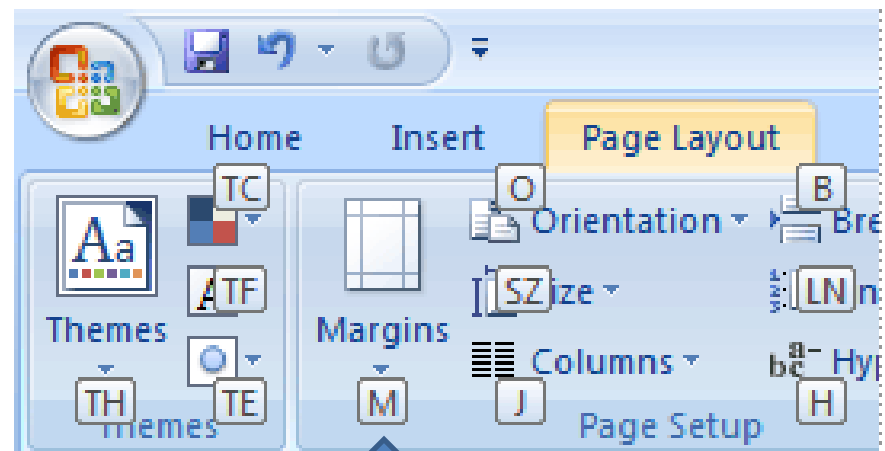
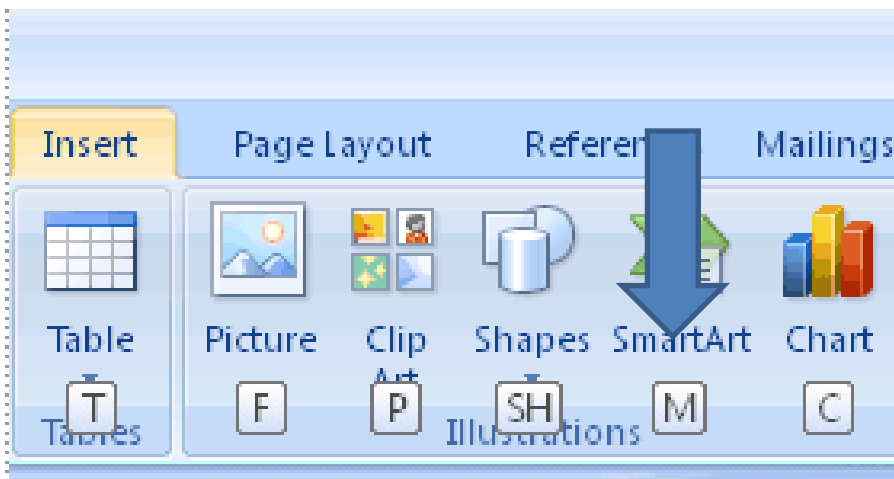
Keyboard shortcuts in the 2007 Office system

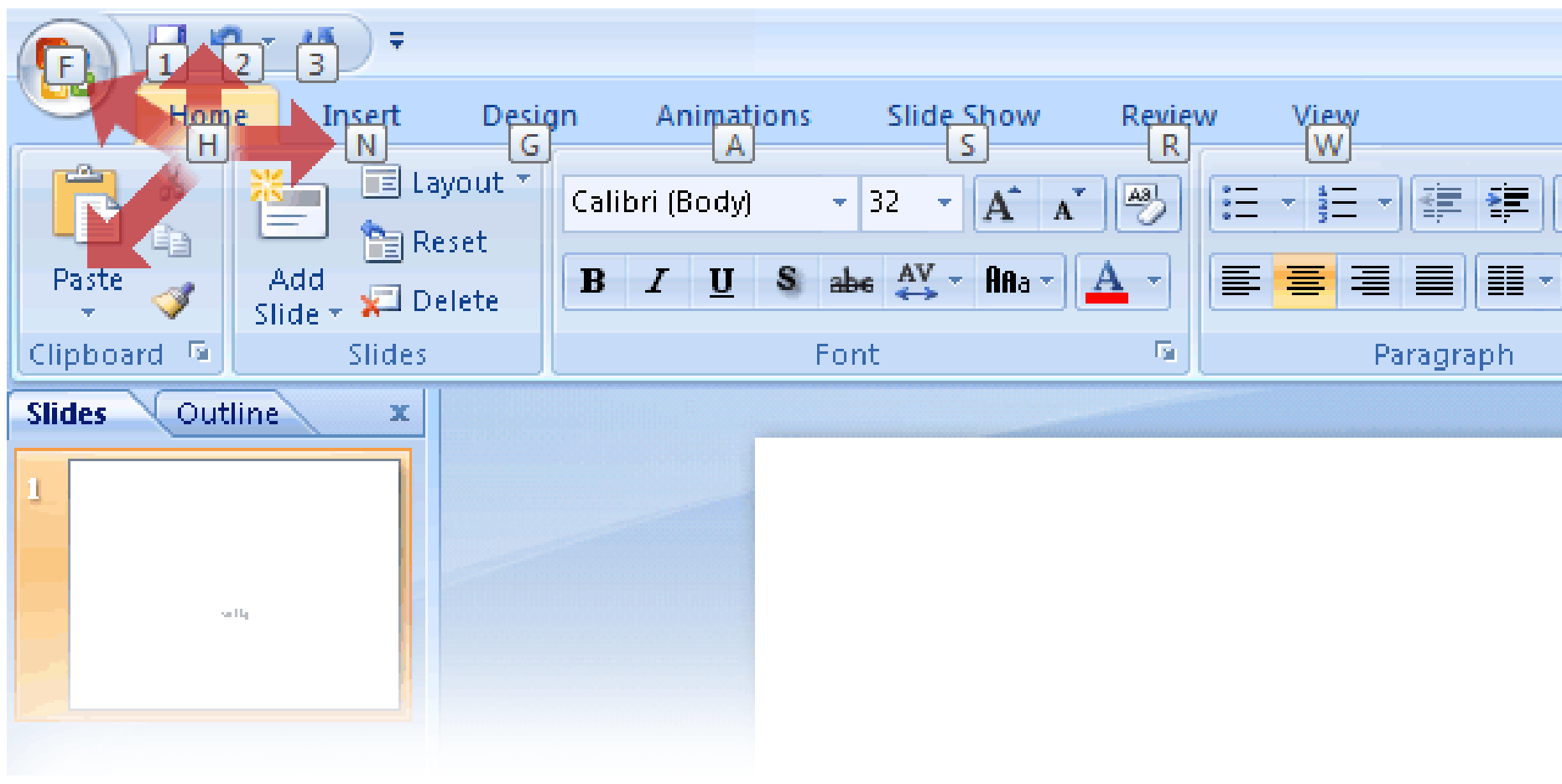


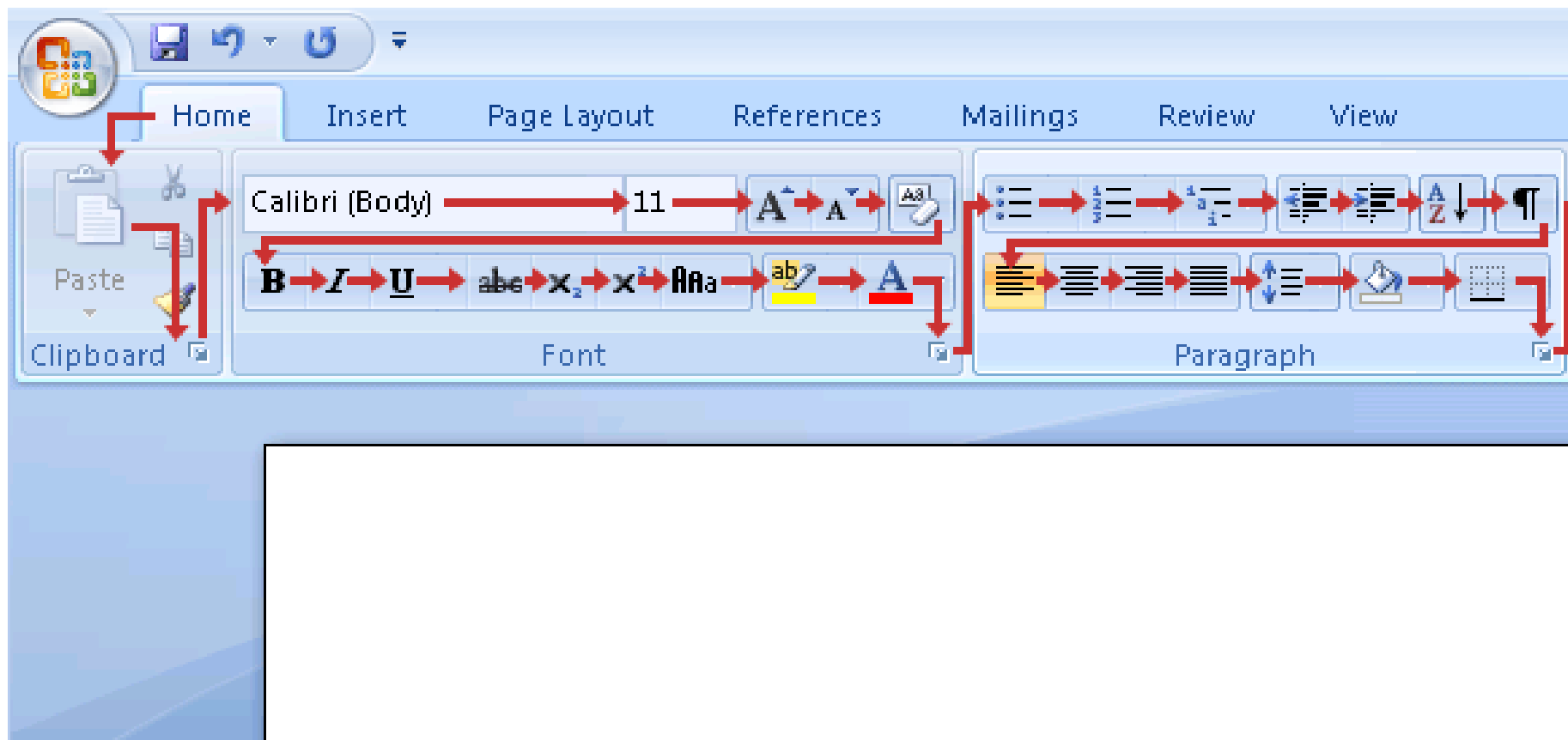
Keyboard shortcuts in the 2007 Office system

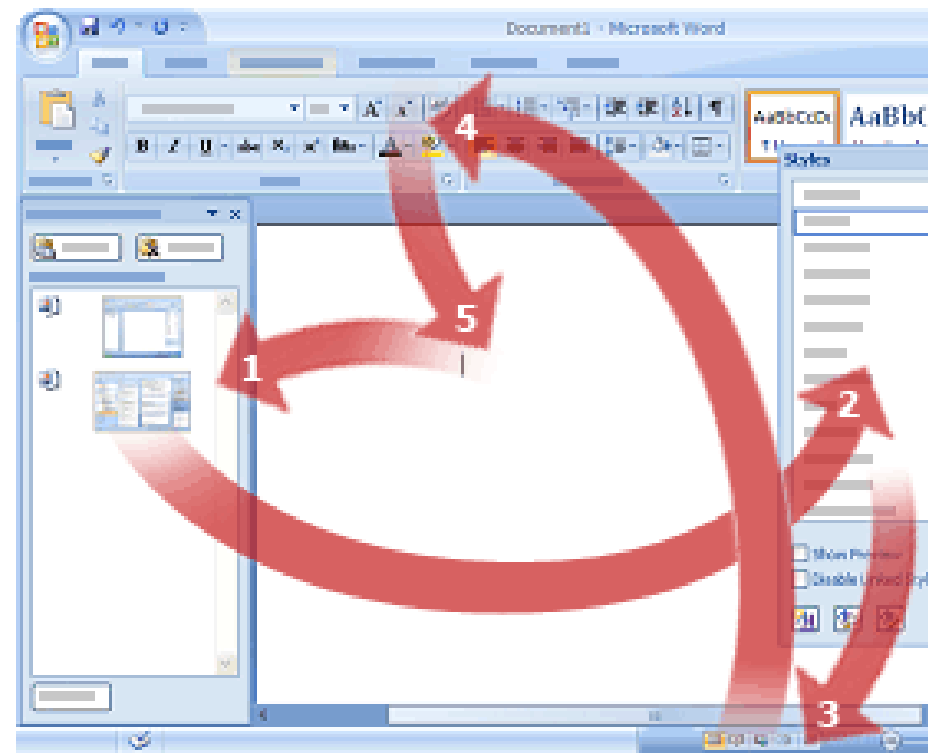
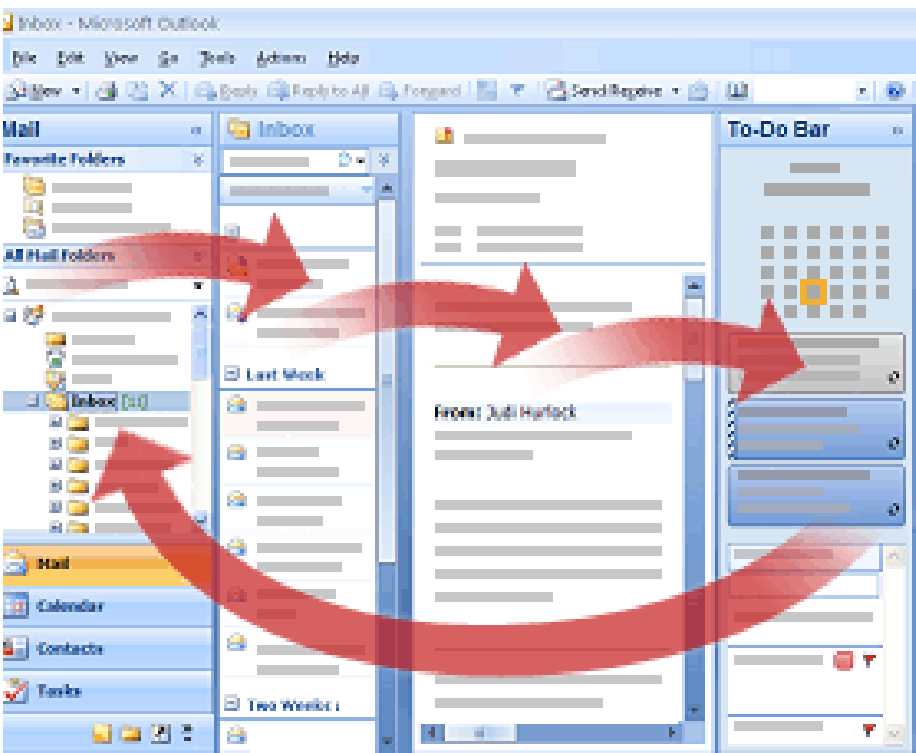




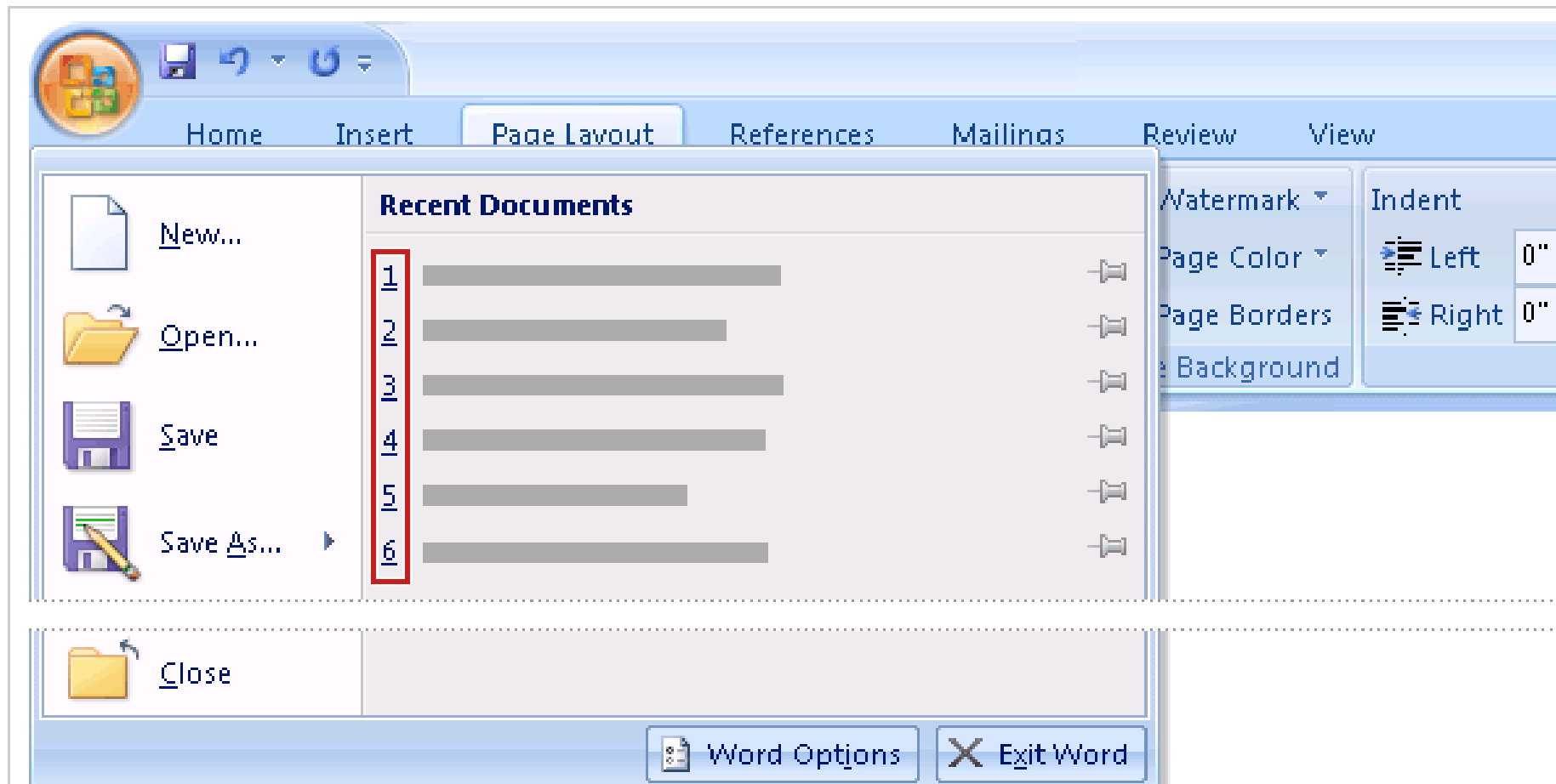




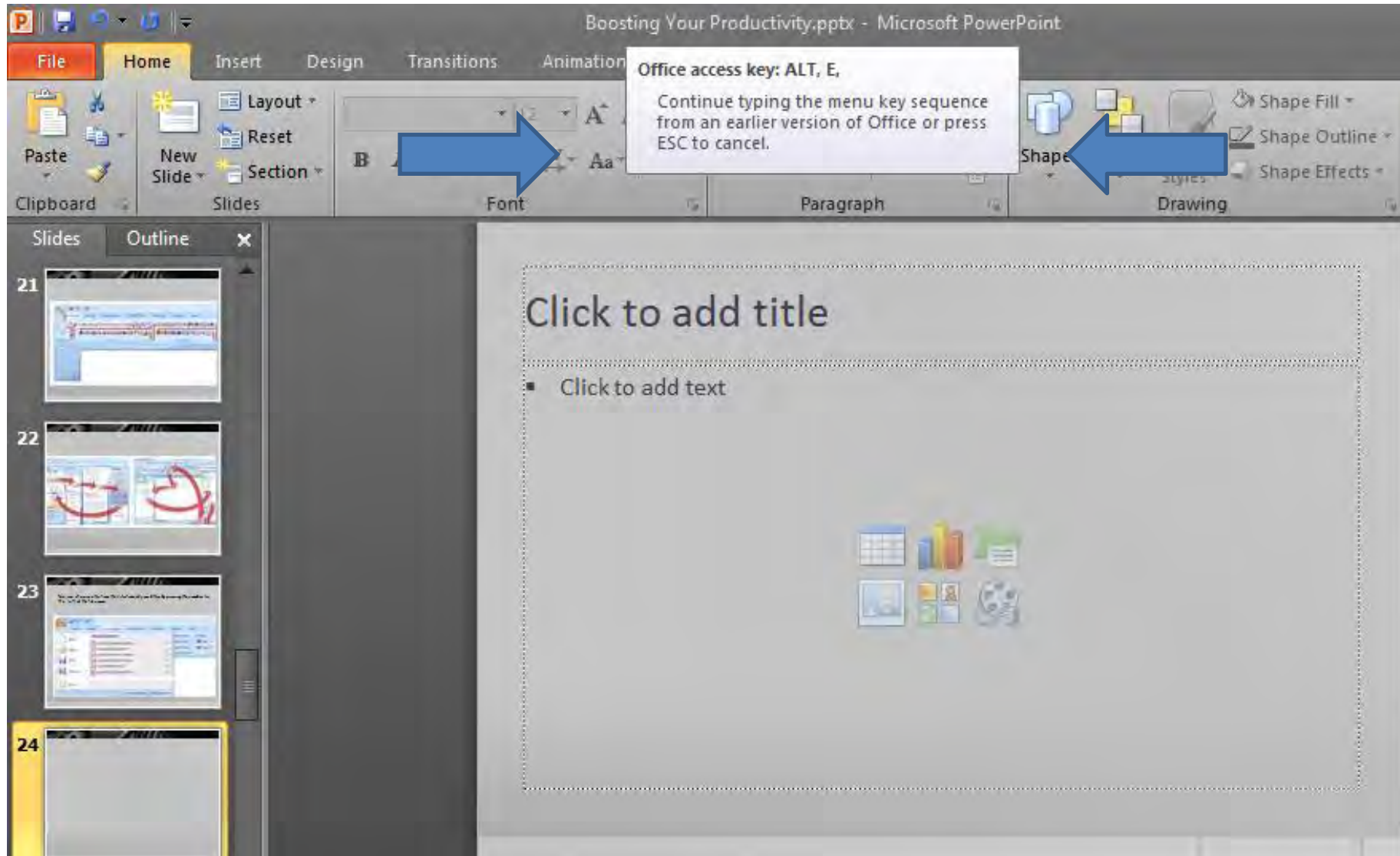




You can choose a file from the list of recently used files by pressing the number to the left of the file name.



When you press the keys of a 2003 shortcut, you'll see a message box.







Ctrl

+

C

COPY



Ctrl

+

S

SAVE



Ctrl

+

V

PASTE

B

Ctrl

+

B

BOLD

What is Windows 7 Problem Steps Recorder ?







What is Windows 7 Problem Steps Recorder ?



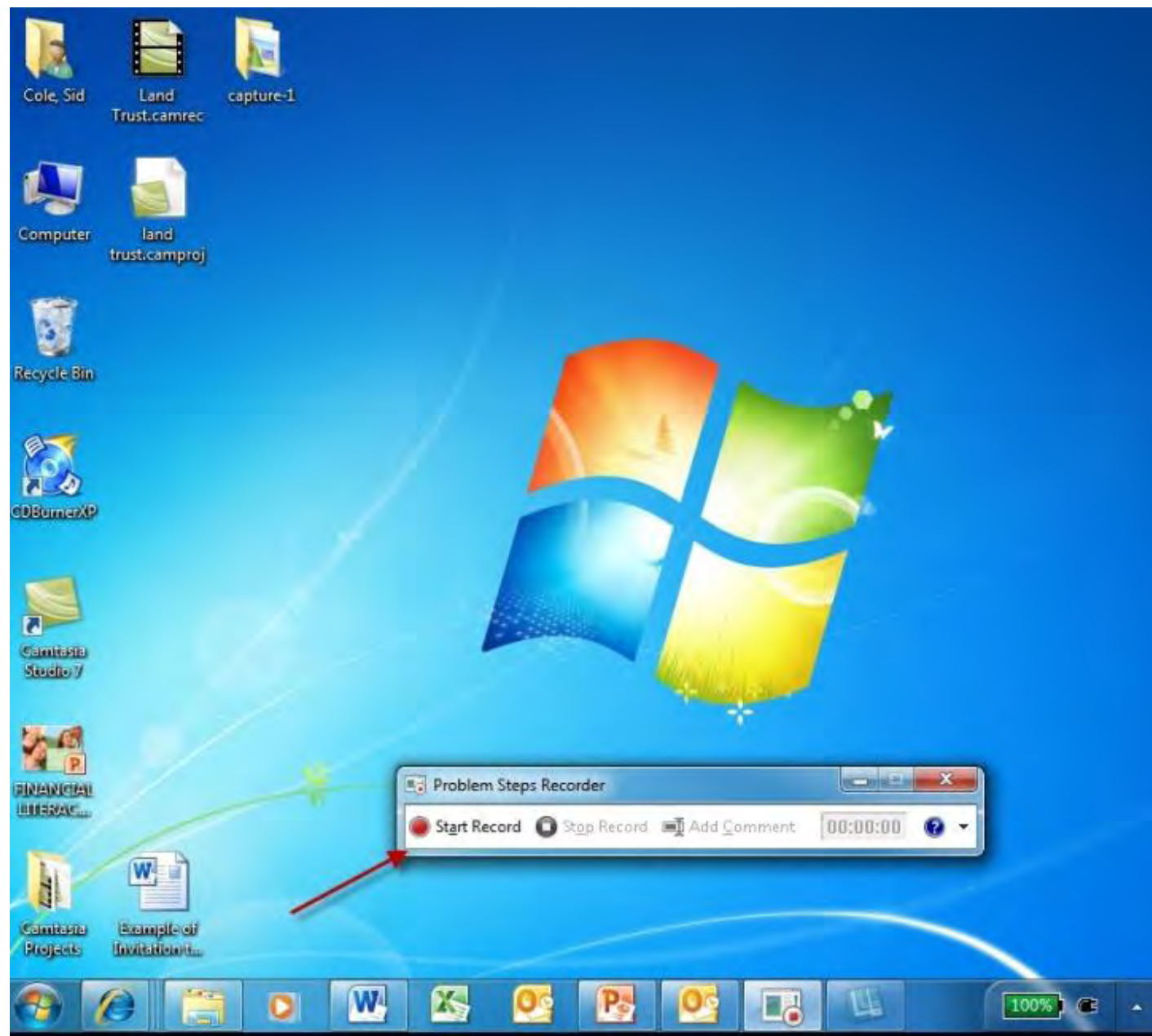
 See more results

PSR



Shut down







Problem Steps Recorder - Recording Now



Pause Record

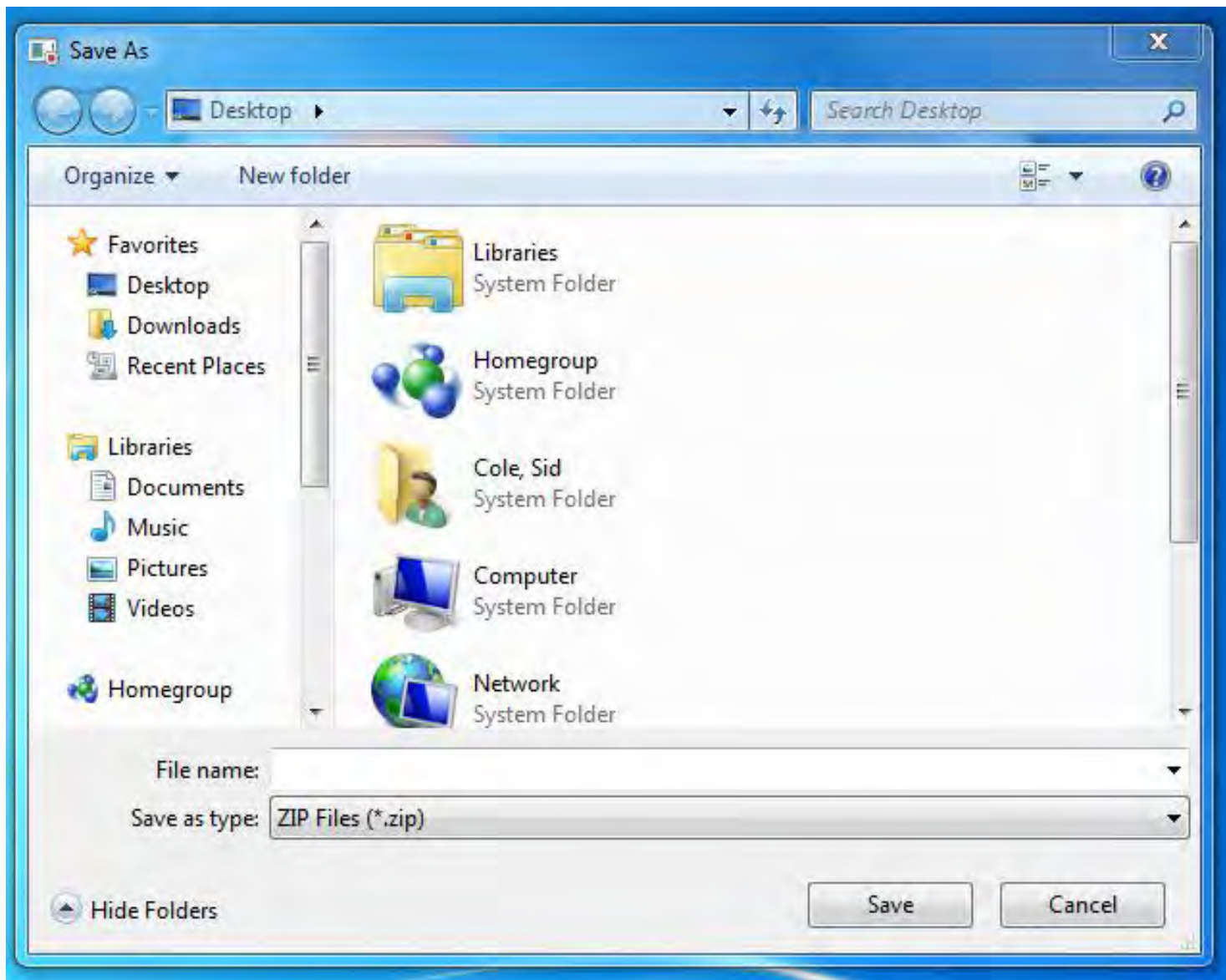


Stop Record



Add Comment





Recorded Problem Steps

This file contains all the steps and information that was recorded to help you describe the problem to others.

Before sharing this file, you should verify the following:

- The steps below accurately describe the problem.
- There is no information below or on any screenshots that you do not want others to see.

Passwords or any other text you typed were not recorded, except for function and shortcut keys that you used.

You can do the following:

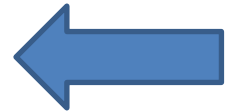
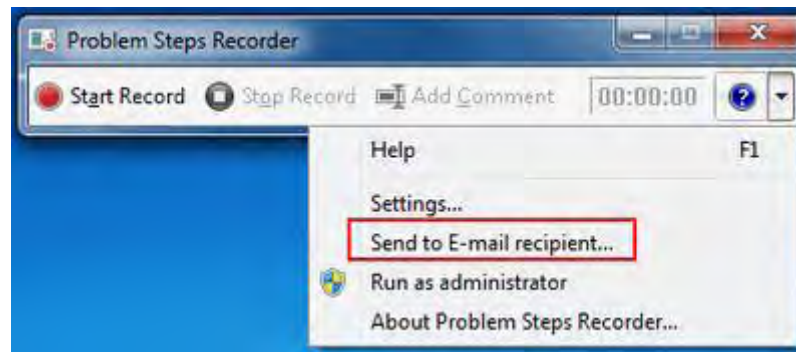
- Review the recorded problem steps
- Review the recorded problem steps as a slide show
- Review the additional details

Problem Steps

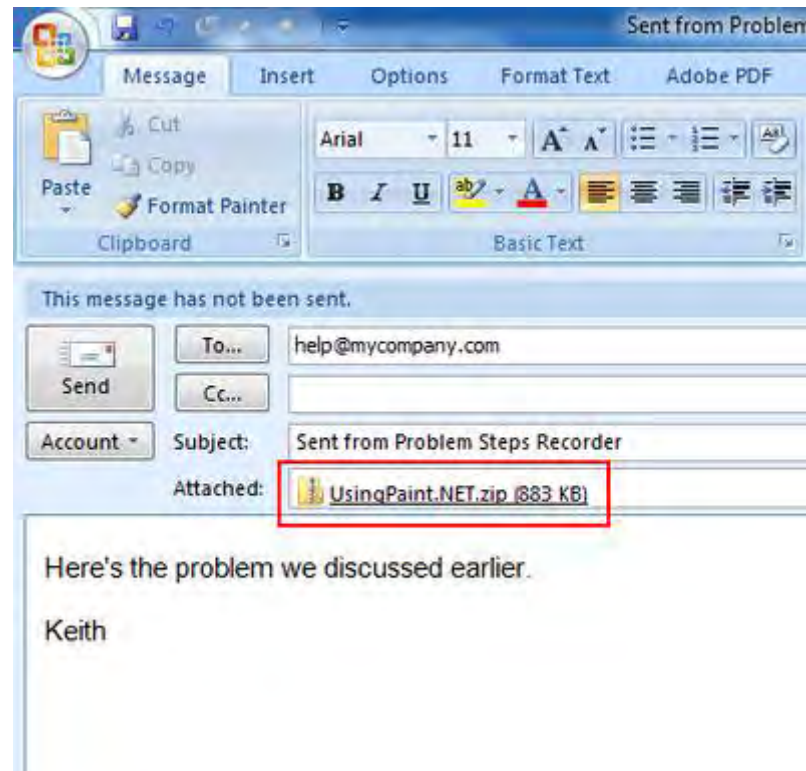
Problem Step 1: (7/10/2009 2:25:39 PM) User left double click on "Computer (Gst Sem)" in "Program Manager"



Select Email Option



Send the Email

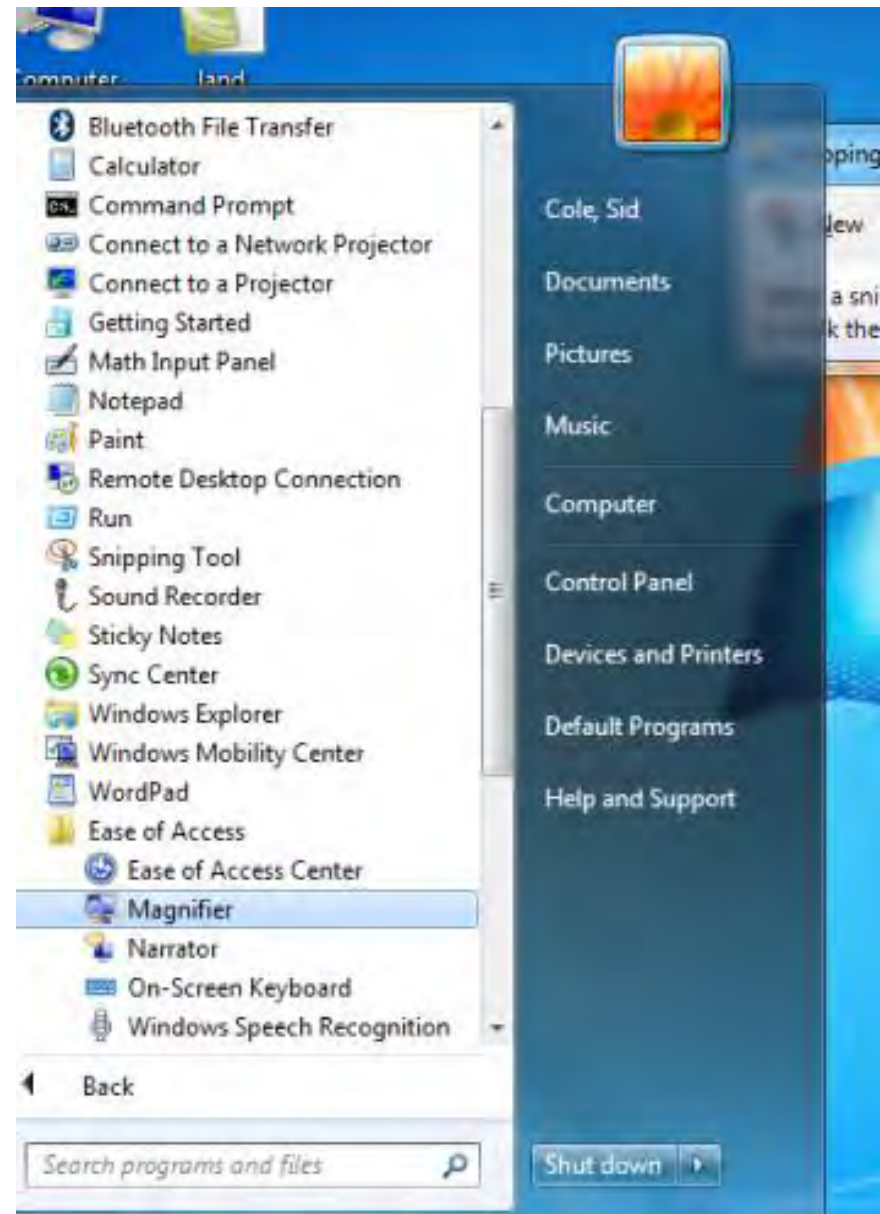


Learn the Different Screen Views Available

Make items on the screen appear bigger (Magnifier)



Finding the Screen Magnifier



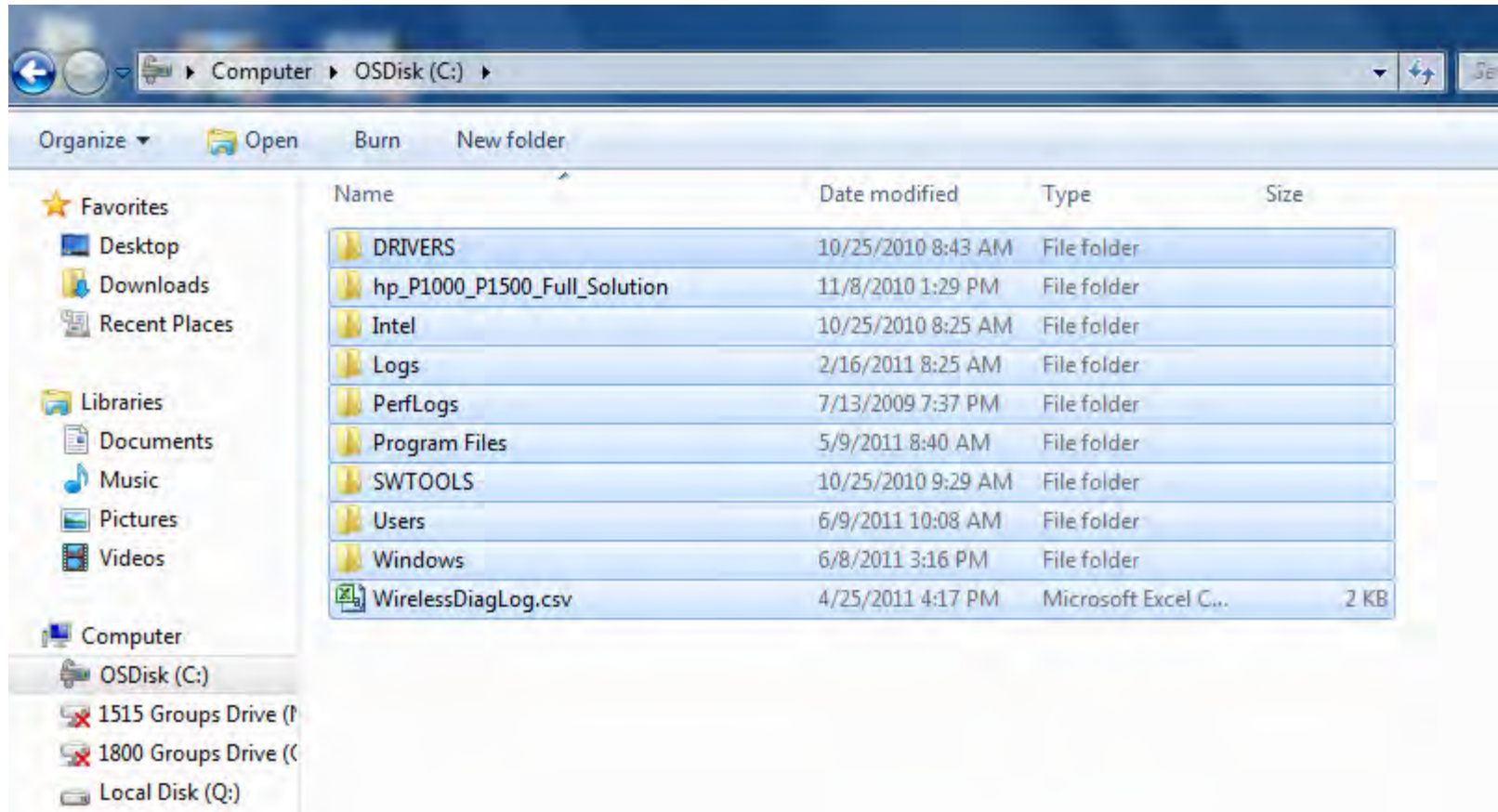
What is a Network Drive?



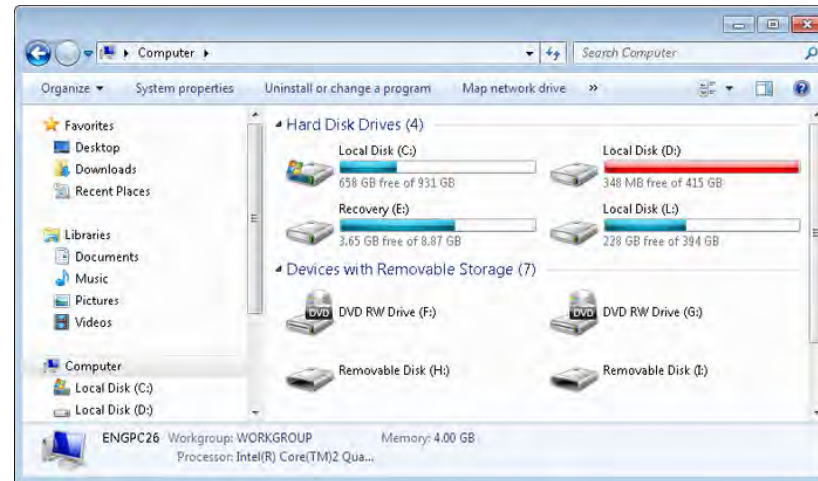
What is a C Drive?



Tips for Navigating your network Drive



Tips for Navigating your network Drive



The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

Press this key	To do this
CTRL+N	Open a new window
END	Display the bottom of the active window
HOME	Display the top of the active window
F11	Maximize or minimize the active window
NUM LOCK+ASTERISK (*) on numeric keypad	Display all subfolders under the selected folder
NUM LOCK+PLUS SIGN (+) on numeric keypad	Display the contents of the selected folder
NUM LOCK+MINUS SIGN (-) on numeric keypad	Collapse the selected folder
LEFT ARROW	Collapse the current selection (if it is expanded), or select the parent folder
ALT+LEFT ARROW	View the previous folder
RIGHT ARROW	Display the current selection (if it is collapsed), or select the first subfolder
ALT+RIGHT ARROW	View the next folder
CTRL+Mouse scroll wheel	Change the size and appearance of file and folder icons
ALT+D	Select the Address bar

Boosting Your Productivity: Tips and Shortcuts for Microsoft Windows

Presenter:

Sid Cole

916-558-1759

Sid.Cole@dpa.ca.gov

**Business Analyst for the Department of Personnel
Administration**

Thank you for attending!

- You will be sent an e-mail with evaluation questions and your certificate.
- The recorded sessions will be posted to the [Virtual Training Center](#)

The webinar is now over.